

**2012 Argonne Users Meeting: APS/CNM/EMC**  
**May 7-10, 2012**  
**Guidelines for Speakers**

- Provide the title of your talk to your organizer and Connie Vanni ([vanni@aps.anl.gov](mailto:vanni@aps.anl.gov)) as soon as possible.
- Submit your abstract to the session organizer. **YOU MUST ALSO SUBMIT YOUR ABSTRACT ONLINE USING THE REGONLINE REGISTRATION SYSTEM BY MARCH 23.** Use the registration type of "Invited Speaker" on the website registration form.
- For the abstract, use a standard journal format for authors and affiliations (see sample abstract below).
- See important travel reimbursement guidelines below.
- Travel and lodging information is available on the meeting web site.
- U.S. citizens: bring a photo ID (driver's license or other Federal photo ID) to show at the visitor's center on arrival.
- Non-U.S. citizens, see important access instructions below. You will be provided a link to the 593 form with your RegOnline meeting registration record.
- When you arrive at the meeting, pick a meeting packet containing your expense report reimbursement forms.
- During your presentation, keep to your allotted time.
- Return your expense report to your organizer as soon as possible.

**Travel Reimbursement**

If the organizer says your air travel will be reimbursed:

- ***You must book through a U.S. carrier for air travel.*** If a foreign carrier is used, airfare cannot be reimbursed. (An exception is travel on a foreign carrier that is booked through a domestic carrier, e.g., through a code share.)
- ***Before you buy a ticket, you must obtain a price quote.*** (The purpose is to confirm that the lowest reasonable fare is chosen.) Contact Deena Blair, [dblair@aps.anl.gov](mailto:dblair@aps.anl.gov), 630-252-4460.
- The contact will reply with a quote from Argonne's contracted travel agency.
- When you have a quote from this Argonne contact, you can buy your own ticket by whatever means you prefer.
- Air travel will be reimbursed to the amount quoted by Argonne, or to the reimbursement amount authorized by the organizer, whichever is lower. (If the authorized amount exceeds the airfare quote, the remainder can be applied to other authorized expenses.)
- Expense reports: Original receipts are required. Return your expense report to your focus session organizer.
- Honorarium: If an "honorarium" is given instead of reimbursement, the amount will be taxable.
- Housing: Housing is reimbursable to the extent agreed with your organizer.
- Car rentals: Rentals between Chicagoland airports and Argonne National Laboratory are reimbursable. Cars rented from other locations are reimbursable to the extent the cost does not exceed the cost of airfare. The type of rental car must be a compact size and at the most economical rate possible. Gasoline must either be pre-purchased or the vehicle is to be returned full. For vehicles returned that require gasoline, the reimbursement will

be limited to the pre-purchase rate.

- Personal cars: Mileage, gasoline, and tolls are reimbursable to the extent they do not exceed the cost of airfare.
- Train: The expense of train travel is reimbursable to the extent the cost does not exceed the cost of airfare.
- Taxi: Taxi expenses are reimbursable provided they are reasonable.

### **Non-U.S. Citizens**

Please register well in advance. Both new visits and returning visits require current/approved Argonne access documentation. There will be no Argonne entry without current access permission.

When you arrive at Argonne, in order to pick up your gate pass, you will need to show the following INS (Immigration and Naturalization Service) documentation at the Argonne Information Center.

#### Legal Permanent Resident (green card holders)

- Legal Permanent Resident of the United States of America (green card)

#### Canadian Citizens

- Passport

#### Visa Waiver Countries

- Passport
- I-94W (visa waiver stamped in passport on entry to U.S.)

#### All Others

- Passport and
- Visas:
  - \* F1 & I-20 (Certificate of Eligibility for Student Status)
  - \* J1 & DS-2019 (Certificate of Eligibility for J-1 Status)
  - \* H1B & I-94
  - \* B1 & I-94
  - \* EAD (Employment Authorization Document) & I-94
  - \* I-797 (Request for Change in Status) & I-94

## **APS/CNM/EMC Users Meeting Example Abstract**

Abstract Title Will Have Initial Letters Capitalized

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Font is Times New Roman 12 point. If your abstract contains any special characters or symbols, consider submitting in .pdf format so that formatting is not lost. Title has initial letters capitalized. Full names are preferred. Affiliations indicated by superscript number on author name, placed *inside* the comma. Do not include street address, but do include postal code. Inclusion of department name is optional. Text can be 1-2 paragraphs in length. References are permitted.

